

Board of Fire Commissioners
Windsor Locks Fire Department
Minutes – Wednesday, August 13, 2025
Location: Safety Complex, 2 Volunteer Drive

1. Call to Order
-The meeting of August 13, 2025 was called to order by Commission Chairman Urso at 7:03 p.m.

2. Pledge of Allegiance

Roll Call

- Commissioners Present: Mark Urso, Daniel Flanagan and Roy Zettlemoyer
- Commissioners Absent: Dennis Gragnolati
- Chiefs Present: Chief Gary Ruggiero, Assistant Chief Herbert Staiger III and Deputy Chief Brian Long
- Fire Marshal Present: Michael Sinsigalli

Commissioner Chairman Urso entertained a motion to move Appointments and Promotions to come after the Secretary's Report on the Agenda as item 4A. Motion made by Commissioner Zettlemoyer and seconded by Commissioner Urso. All Commissioners voted in favor of the motion.

Chief Ruggiero made a recommendation that Justin Seger be put on the Department as a Probationary Firefighter pending a background check. Motion made by Commissioner Zettlemoyer and seconded by Commissioner Urso. All Commissioners voted in favor of the motion.

3. Public Input – None

4. Secretary's Report

Commission Chairman Urso entertained a motion to approve the Secretary's Report for the August 13, 2025 meeting. Motion made by Commissioner Flanagan and seconded by Commissioner Zettlemoyer to accept the minutes as presented. All Commissioners voted in favor of the motion.

Commission Chairman Urso swore in the Justin Seger as a new member of the Department.

5. Report of Officers

Fire Marshal Report

- 41 inspections were performed during the month of July. 19 annual inspections, 1 construction, 3 alarm follow-ups, 16 re-inspections and no complaints.
- As of July 31, 2025, there have been 41 inspections conducted in fiscal year 2026. Total inspections for the year of 2025 are 282.
- 11 sets of plans were reviewed this period.
- July 2025 revenues: \$4,692.00. 2026 Fiscal Year Revenues: \$4,692.00.
- 2026 Calendar Year Revenues: \$25,456.98. FY 2025 Final Revenues: \$61,601.48
- The Building Committees have been meeting – the Town and the Department – Commission Chairman Urso has been attending the meetings.

Chief Report

- During July there were 41 alarms and 1 drill. During May 2025 through July 2025 the Department responded to 131 alarms.

- On July 23rd we had a drill to tour the new Senior Center and Police Buildings. Several items of concern were noted and forwarded to the Fire Marshal's Office for review.
- As of July 1st the town switched to MUNIS for the town Finance Software. Chief Ruggiero attended training on 7/2 and is still learning the new system. With no approved budget, purchases are emergency purchases only.
- Seagraves is requesting the 75% completion payment. We are ahead of schedule.

6. Standing Committee's

Budget – Only emergency purchases until the budget is approved.

Purchasing – None.

Human Resources – Two of our newer members start Fire 1 tomorrow night.

Appointments and Promotions- Moved to earlier in the meeting.

Training – Ongoing. We are moving from 3 training groups to two and putting two Lieutenants in charge of each.

Truck Committee – Ongoing

Building Committee- Ongoing.

7. Old Business/New Business

-None.

8. Correspondence –

-Chief Ruggiero received an e-mail regarding the fire horn.

9. Public Input – None

10. Commission Comments

-Commission Chairman Urso asked Chief Ruggiero if the building punch list was current. Chief Ruggiero confirmed it is.

-There was a walk through of the safety complex with Commission Chairman Urso, Devin, the New Public Works Director, Joe Calsetta and John Savino. Everyone is in total agreement that the building needs a lot of work.

-There are three members that haven't responded to the letter that the Chief sent out regarding the 25% mandatory call response participation. The Chiefs will discuss next actions.

11. Adjournment

Commission Chairman Urso entertained a motion to adjourn the meeting at 8:05 p.m. Motion made by Commissioner Flanagan and seconded by Commissioner Zettlemoyer. All Commissioners voted in favor of the motion.

Submitted by Susan Urso